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Solicitation open to: All Interested Afghan Nationals
Position Title: Project Management Specialist (DG)
Type of vacancy: Single
Opening date: February 19, 2014
Closing date: March 03, 2014
Vacancy announcement #: USAID/306/14/36/ODG
Work Hours: 40 hours (Full time)
Position Grade: FSN-12

USAID/Afghanistan is seeking a qualified individual for the position of Project Management Specialist (Democracy & Governance) in the Office of Democracy and Governance (ODG).

BASIC FUNCTION OF THE POSITION:

Under the general supervision and technical guidance of the ODG Director or his/her designee the employee serves as the Project Management Specialist with particular emphasis on strengthening governance and democratic institutions in Afghanistan. Work involves the full range of consultative, advisory, monitoring, management, data collection, analysis and evaluative services across the country. As the senior FSN in ODG s/he will be delegated, by the Office Director, supervisory responsibilities over other FSN's within ODG's Technical Teams and its Program Support Team.

The incumbent is expected to operate and carry out duties with a high degree of independence, and provide technical assistance to development programs as necessary. S/he will serve as Contracting Officer Representative (COR), Agreement Officer Representative (AOR), Alternate COR/AOR, or Activity Manager for ODG projects as requested by the Office Director or Technical Team Leader. COTR and AOTR responsibilities may include programs with an annual expenditure rate of \$130 million/year, with cumulative life-of-project budgets in the value \$320 million. The incumbent serves as mentor for U.S. and Afghan colleagues in ODG and throughout the mission on Afghan governance issues.

The incumbent is responsible for designing, managing and evaluating complex, multi-million dollar USAID initiatives promoting democracy and governance that are politically viable, cost effective, and respond effectively to areas of greatest need and potential. As such, the employee must be knowledgeable about, and committed to, the role democracy and governance plays in a democratic system and must be effective in obtaining the willing agreement, cooperation and support of relevant counterparts in the country. Counterparts include, but are not limited to U.S., international, and indigenous non-governmental and private voluntary organizations (NGOs/PVOs); international donors; and Afghanistan government officials.

This position entails a substantial degree of demanding representational work at high levels with the Government of the Islamic Republic of Afghanistan (GIRoA) with senior U.S. officials. In addition, the specialist is required to work closely and collaboratively with other donor agencies, senior Mission management and with U.S. Embassy and USAID/Washington staff.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Analyzes and reports on those aspects of assistance activities in Afghanistan relating to

democracy and good governance. Using primary and secondary sources, and, where necessary, conducting research of a qualitative and/or quantitative nature, assesses the impact of new developments and interventions regarding democracy assistance in assigned areas. On the basis of contacts and research findings, the incumbent recommends approval, modification, or rejection of program objectives, approaches, timing, and scope. Analyzes the policy documents of GIRA, Afghan non-governmental organizations, and other donors operating in the country to identify "targets of opportunity" for future USAID interventions in support of democracy strengthening efforts in order to minimize duplication of effort. On the basis of USAID policy and program objectives, incumbent prepares technical and policy analyses to evaluate trends in the development of democratic institutions in Afghanistan, a key objective of the Mission. Contributes directly to the drafting of annual and semi-annual performance reviews, notifications to Congress, and other required reports, as assigned. On a selected basis, provides reporting and analysis on initiatives, programs and activities outside of the Democracy & Governance portfolio. As requested, briefs U.S. and Afghan officials, along with contractor representatives on the state of democracy development in Afghanistan, needed reforms, and required counterpart actions, constraints and other related issues which may impede progress.

- B. Incumbent Participates in, and may be called up to lead, strategy formulation and program reviews. Drafts and solicits comments from other technical teams for consideration in program design and evaluations. Drafts technical justifications for new activities and changes to ongoing activities and programs. Serves, as assigned, as the DG member on Mission teams overseeing other strategic objectives or cross-cutting issues which interact with democracy assistance objectives. As requested participates in planning activities of other technical offices and provides substantive input on democracy and governance issues.
- C. Under the guidance and direction of the Office Director, Deputy Director and/or the Governance/Stabilization Technical Team Leader, supervises up to 10 FSN's in Governance/Stabilization Team and Program Support Unit of ODG. This may include: setting work priorities, reviewing/approving assigned work tasks, coordinating responses to data calls/taskers from OPPD and OFM, responding to taskers from EXO, and coordinating budget/finance/GLAAS and other procurement actions.
- D. Serves as the Agreement Officer Representative (AOR) for Democracy and Governance award to The Asian Foundation for survey and research work. Incumbent ensures that the research methodology is appropriate and sound, monitors the survey results and engages strategic actors in the government, private sector, political parties, media, and civil society in meaningful discourse to contribute to the development of research capacity in Afghanistan.

QUALIFICATIONS REQUIRED:

Education: Master's Degree in Public Administration, Economics, Development Studies, Political Science or a related field is required.

Prior Work Experience: Must have at least six years of work experience demonstrating knowledge of public administration, democracy and governance issues in Afghanistan, and/or experience in another related field, which demonstrates increasing responsibility for managing, analyzing, coordinating, and guiding significant analytical and project management efforts. Prior work experience with USAID, an international firm or donor agency is required.

Language: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto are required

Knowledge, Abilities and Skills: A thorough knowledge and understanding of the political situation in Afghanistan is necessary. Contacts and interaction with appropriate governmental officials are essential. This must be complemented by a good understanding of Afghanistan's: 1) specific economic, political, and cultural characteristics, and 2) the its social problems, resource constraints, and development prospects/priorities.

Incumbent must have ability to: obtain, analyze and evaluate a variety of data and to organize/present it in concise written and oral form; independently plan, develop, manage and evaluate important and complex programs and projects; and furnish information and advice in assigned areas with detachment and objectivity. Must be able to independently establish and maintain contacts with senior-level Ministerial officials of the Afghan government and with leading officials in the non-governmental arena in order to explain and defend USAID project and program policies, objectives and procedures and to transmit and interpret host country government and non-governmental sector attitudes and concerns to senior USAID officials.

HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to afpakjobs@usaid.gov and AfUSAIDJobs@state.gov with a **Subject line: (Project Management Specialist, ODG1436)**.

ANY/ALL application submissions after the closing date of March 03, 2014 will NOT be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. **A current resume or curriculum vitae that provides the same information found on the DS-174;**

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to proceed further through the process.)

Note:

- Ø Only Short-listed candidates will be notified.
- Ø This vacancy is open to Afghan Nationals only.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female applicants are encouraged to apply.

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**